

**METUCHEN PUBLIC LIBRARY
BOARD OF TRUSTEES
REORGANIZATION MEETING
TUESDAY, JANUARY 11, 2022**

Via Zoom Videoconferencing

1. Appointment of Temporary Chair—Sondra Flite volunteered.

Sondra Flite opened the meeting in compliance with the Open Public Meetings Act at 7:07 pm. In attendance were Hsi Hsi Chung (Library Director), Samina Ali (President), Spencer Dreher (Vice President), Caitlin Mollison (Treasurer), Karen Chaplin (Secretary), Brian Hajjar (member), Liz Waldron (member), Carol Gaffney (Superintendent's representative), Linda Koskoski (Council Liaison). Linda George and Sondra Flite were present from the Friends, and Suneet Bhatt was a member of the public.

2. Election of Officers

1. Liz Waldron nominated Samina Ali to be President
2. Liz Waldron nominated Spencer Dreher to be Vice President ; Brian Hajjar volunteered
3. Liz Waldron nominated Caitlin Mollison to be Treasurer
4. Liz Waldron nominated Kellie Davideit ; Karen Chaplin volunteered
5. Liz Waldron made motion to nominate all individuals; Spencer Dreher seconded
6. Appointment of Permanent Chair—Samina Ali

3. Meeting Dates, 2022 and 2023 Reorganization

1. Discussion of November 8/Election Day date; move to November 15th. Motion by Samina to approve with change; Liz seconded. All present approved.

4. Designation of Official Newspapers – Liz made motion to designate; Caitlin seconded. All present approved.

1. *Home News Tribune*
2. *Star Ledger*

5. Designation of Official Depositories of Money/Authorized Signatures—motion by Liz to use the following ; seconded by Brian

- a. Manasquan Bank Savings Bank Checking Account

b. Manasquan Bank Endowment Fund/Money Market Fund

6. Authorization for the Director to transact business on behalf of the Trustees—motion by Samina ; seconded by Liz. All present approved.
7. Designation of Annual Auditing Company—motion by Liz to use Supplee, Clooney; seconded by Samina. All present approved.
8. Designation of Library Board Attorney—motion by Liz to use Michael A. Cerone Jr. ; seconded by Caitlin. All present approved.
9. Designation of Committees
 1. Building/Grounds
 1. Chair—Spencer Drehers
 2. Member—Linda Koskoski
 3. Member—Liz Waldron
 4. Member—Brian Hajjar
 2. Finance
 1. Chair—Caitlin Mollison
 2. Member—Samina Ali
 3. Member—Brian Hajjar (backup)
 3. Personnel, Policy, Public Relations
 1. Chair—Kellie Davideit
 2. Member—Carol Gaffney
 3. Member—Samina Ali
 4. Member—Karen Chaplin

Motion to approve by Brian; Spencer seconded; All present approved.
10. Designation of Liaison to Friends of the Library
 1. Samina to attend 1/19; Samina made motion to be rotation role ; HsiHsi to send out schedule as Google Doc to sign up ; Zoom link to be added ; seconded by Spencer; All present approved.
11. Adjournment—Samina made motion to adjourn reorganization meeting at 7:50pm ; seconded by Liz; All present approved.

**METUCHEN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
7 PM, THURSDAY, JANUARY 11, 2022
Via Zoom Videoconferencing**

1. Statement of Compliance with Open Public Meetings Act

Samina Ali opened the meeting in compliance with the Open Public Meetings Act at 7:50 pm. In attendance were Hsi Hsi Chung (Library Director), Samina Ali (President), Spencer Dreher (Vice President), Caitlin Mollison (Treasurer), Karen Chaplin (Secretary), Brian Hajjar (member), Liz Waldron (member), Carol Gaffney (Superintendent's representative), Linda Koskoski (Council Liaison). Linda George and Sondra Flite were present from the Friends, and Suneet Bhatt was a member of the public.

2. Oaths of Office

- One new member: Karen Chaplin welcomed

3. Public Session

- Member of the public, Suneet Bhatt, attending

4. Approval of the Agenda—Liz made motion to approve the agenda ; seconded by Brian ; All present approved.

5. Approval of the Minutes—for December 2021 meeting Liz made motion to approve the agenda ; seconded by Samina ; All present approved.

6. Financial Updates and Approval of Bills—Samina made motion to pay December 2021 bills and January 2022 vouchers/LMXAC first quarter membership cost to Borough; Brian seconded. All present approved. The 2022 budget was approved in last meeting ; will go through the 2022 budget at a later date.

7. Friends of the Metuchen Library

- Linda present—nothing to report
- Sondra—Barbara Smith passed away ; HsiHsi purchase book on crafts in her memory
- Working on membership
- Fundraiser/activity—blind date with a book for adult.

8. Committee Reports:

- Building and Grounds—Spencer: engage town with list of improvement requests (e.g., boiler)
- Finance—Caitlin: will meet
- Personnel, Policy, and Public Relations—Liz: will meet

9. Old Business

- COVID19 updates and the Library Opening Procedures: Samina noted limited services for January; will re-evaluate for February
- 2022 Library Board Meeting Dates: approved at January 2022 Reorg meeting
- Part-time Youth Services Specialist—2nd Reading; reviewed by Personnel committee; no edits/comments; approval motion made by Brian ; seconded by Caitlin; All present approved.

10. New Business

- Resolution 2022-1 Official Newspapers—Samina: we did in reorganization meeting applies here.
- Resolution 2022-2 Official Library Auditor—Samina: motion we did in reorganization meeting applies here.
- Resolution 2022-3 Official Library Attorney—Samina: motion we did in reorganization meeting applies here.
- Board of Trustees Bylaws: Linda: should council liaison be able to vote or should be making a nonvoting entity? PPP committee to discuss further ; HsiHsi to ask attorney to comment
- 2022 Library Budget and LMXAC Membership Cost: bring to next meeting and finance committee
- Personnel Manual Revision—will go to committee
- Library Building Projects—will go to committee

11. Director's Report: Covid emergency Policy discussion; Samina says it's a case-by-case basis because return-to-work is fluid ; manage with CDC as well as Boro guidance.

12. Adjournment: Samina makes motion to close at 8:38 pm. Seconded by Spencer ; All present approved.

Respectfully submitted by Karen Chaplin, January 31, 2022.